

**DREFM****Division of Real Estate and Facilities Management
Bureau of Parking and Building Access**

dgs.virginia.gov

Coordinator Designation Form

All agencies in DGS operated facilities must have designated coordinators.
This form must be returned to the DGS Parking Services and Building Access Section.

ACTION REQUESTED

<input type="checkbox"/> New Coordinator Remove Previous:	<input type="checkbox"/> Updated Contact Information
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COORDINATOR Information

First Name:	Last Name:		
Title:			
Agency:			Agency Number:
Building Name/ Address:		Fax:	
Work Phone:		Alternate Phone: (after-hours emergencies)	
Email Address:			

COORDINATOR ROLE (multiple roles can be selected)

<input type="checkbox"/> Primary Agency Parking Coordinator (only one per agency)	<input type="checkbox"/> Secondary Parking Coordinator (may have multiple)
<input type="checkbox"/> Primary Agency Access Card Coordinator (only one per agency)	<input type="checkbox"/> Secondary Access Card Coordinator (may have multiple)
<input type="checkbox"/> Primary Agency Facility Coordinator (only one per agency)	<input type="checkbox"/> Secondary Facility Coordinator (may have multiple)

FACILITIES (please list the building(s) and floor(s) your agency occupies)

Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):

The undersigned acknowledges his/her responsibility to comply with the policies issued by the Department of General Services.

Coordinator Signature:	Date:
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Agency Head or Designee Signature:	Date:
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Entered By: _____ Date Entered: _____